



Wisconsin Emergency Management  
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Scott Walker  
Governor

Brian M. Satula  
Administrator

# ***Hazardous Material Emergency Preparedness (HMEP)***

## ***OPS Training for Firefighter 1 Certification Courses 2019***

### **Grant Announcement**

**Applications must be submitted in  
Egrants on or before August 31<sup>st</sup>, 2018**



***STATE OF WISCONSIN***  
***Wisconsin Emergency Management***

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**Scott Walker**  
**Governor**

**Brian M. Satula**  
**WEM Administrator**

**Important Contact Information for this Grant Opportunity:**

Program/Policy:	Paul Cooke (608) 242-3204 <a href="mailto:Paul.Cooke@wisconsin.gov">Paul.Cooke@wisconsin.gov</a>
Budget/Fiscal:	Rebecca Thompson (608) 242-3236 <a href="mailto:rebecca2.thompson@wisconsin.gov">rebecca2.thompson@wisconsin.gov</a>
Egrants Assistance:	Weekdays, 7:30am – 4:00pm Email: <a href="mailto:WEMEgrants@wisconsin.gov">WEMEgrants@wisconsin.gov</a>

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website:  
<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

## Grant Announcement Summary

**Grant Title:** HMEP OPS Training for Firefighter 1 Certification 2019

**Description:** This grant opportunity will make funding available for National Fire Protection Association 472 Hazardous Materials Operational Level training as part of the Wisconsin Firefighter One (FF1) Certification process. For Wisconsin certification at this level the candidate shall have met the requirements defined in National Fire Protection Association (NFPA) 1001 Standard for Fire Fighter Professional Qualifications Sections 5.2 through 5.5 *and the job performance requirements defined in Chapter 5, Core Competencies for Operations Level Responders, and Section 6.6., Mission-Specific Competencies: Product Control, of NFPA 472. Certification is awarded upon the candidate passing written and practical skills exams.*

Standards for the Hazardous materials training program are found both in the Code of Federal Regulations (CFR), NFPA 472 and in the Wisconsin Code of Regulation.

**Opportunity Category:** Limited Eligibility

**Important Dates:** Application due: August 31, 2018

Performance period: October 1, 2018 through August 31, 2019

**Anticipated Funding Amount:** There is an initial total of \$90,000 available for funding the HMEP Operations for FF1 Certification Training programs.

**Match/Cost Sharing Requirement:** None

**Eligibility:** The only eligible applicant is the Wisconsin Technical College System, which will apply on behalf of all participating technical colleges. The technical colleges are the designated fire service education and training delivery mechanism for this program.

**NEW REQUIREMENT** as of 2018 – In order to be eligible for an award, the applying agency must register their DUNS Number in [SAMS.gov](http://SAMS.gov) and the registration must be active for the entire performance period of their award.

**DUNS Number:** The federal government requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

**WEM cannot award grant funds until an active DUNS number is provided and registered in [SAMS.gov](http://SAMS.gov).**

**Eligible Expenses:** Funding may be used for travel/training on a reimbursement basis only.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

All eligible expenses must have incurred within the performance period identified in the Award Documents which serve as the official contract for the award.

Additionally, any expenses that have incurred prior to notification from WEM of a fully executed award document are not eligible for reimbursement, regardless if they fall within the Performance Period identified in the Award Documents.

Any expenses that are submitted for reimbursement must match the trainings/projects outlined in the application.

Expenses submitted for reimbursement may not exceed the maximum award amount listed on the Award Documents.

Please see “Submitting a request for reimbursement” for additional information.

# HMEP OPS Training for Firefighter 1 Certification 2019

## Program Description

The WEM training program offers an extensive array of training opportunities for emergency managers, law enforcement, fire, EMS, public health, local officials and volunteer organizations. Wisconsin's Hazardous Materials courses are comprehensive and exceed national training standards in the field of Hazmat response training. Standards for the Hazmat training program are found both in CFR 29 and NFPA standard # 472. As of October 2014, all classes will be based on the NFPA 472 and tied directly to Job Performance Requirements (JPRs). JPRs are vital to the successful qualifying of an individual to a Professional Qualifications project standard. JPRs must be specific to indicate the attributes of successful performance on the job. The WTCS delivers the Hazardous Materials Operations Level training in its Firefighter 1 certification program, and this grant supports that training.

## Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self-registration' process.

Authorization to access Egrants can take several days depending on registration activity. The WEM help desk is open Monday-Friday 7:30am-4pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the WEM website:

<https://egranis.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>

## Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Paul Cooke at (608) 242-3204 or via email at [paul.cooke@wisconsin.gov](mailto:paul.cooke@wisconsin.gov).

### 1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improves safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]”

Responses to this section will be used on the WEM website, cited in WEM reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

**2. Approval Checklist**

Answer Yes, No, or N/A (not applicable) to each question.

**3. Performance Measures**

Indicate the number of persons who will successfully complete the training session.

**4. Budget Detail**

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Travel/Training: Any training costs associated with the funded project. The 16-hour training session will be reimbursed at the rate of \$80.00 per student.

**5. Project Narrative**

Describe how you deliver the operations for Firefighter 1 (FF 1) program and explain any other funding sources. Please explain for what portion of the certified FF 1 program this funding will be used.

**6. Required Attachments**

To attach a document to your Egrants application you must type “See Attached” in the text box to enable the document attachment tool.

Please attach documentation that this class is part of the on-going FF1 Certification program.

## **Application Review and Award Criteria**

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with state training policy and make funding recommendations to the WEM Administrator. All final grant award decisions will be made by the WEM Administrator.

## **Post-Award Special Conditions/Reporting Requirements**

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in your award documents and reporting requirements contained in Egrants, you will need to provide the following:

1. **Summary** of the instructor evaluations (by personnel other than instructors).
2. This program must be a Wisconsin Technical College System NFPA 472 Operational compliant program, no exception.
3. A class roster is required for each course funded under this award. Upload the documents into the Egrants program reports.
4. Program reports on a quarterly basis.

5. Fiscal Report submitted in Egrants on a quarterly basis. (Due the 12<sup>th</sup> in the month following the end of the quarter).

## **Request for reimbursement**

Payments will be made on a reimbursement basis only. All expenses submitted for reimbursement, must be paid by the agency prior to submitting the request to WEM.

Requests for reimbursement are made by submitting a Fiscal Report in Egrants with an uploaded a completed G-2 form that is completed and signed.

Reimbursements will be approved by the Fiscal Contact upon the following conditions:

1. Program Reports are approved by the Hazmat Coordinator.
2. Expenses are deemed eligible as outlined in the Funding Announcement.
3. Receipt of required supporting documents which includes, invoice/receipt(s), a completed and signed G-2 form, rosters/sign-in sheets and course evaluation summary.

## **Request for award modification**

Requests for an award modification may be submitted to WEM for the following circumstances:

1. Change of the program contact/grant coordinator.
2. Requesting a change in the award amount or returning the award.
3. Requesting an extension of the performance period.

Requests for modifications must be submitted via Egrants. All modification requests will be reviewed by the Hazmat Coordinator and Fiscal contact for approval. All final grant modification decisions will be made by the WEM Administrator. Modifications are not considered final until WEM provides a signed modification approval notice; any related expenses incurred prior to receipt of a signed modification approval are not eligible for reimbursement.

## **Additional Resources**

Additional information about Wisconsin Emergency Management and resources to assist with Egrants is available as follows:

- Wisconsin Emergency Management website: <http://emergencymanagement.wi.gov/>
- [The Reimbursement Request form \(G-2\):](http://emergencymanagement.wi.gov/egrants/forms/WEMG-2Form.doc)  
<http://emergencymanagement.wi.gov/egrants/forms/WEMG-2Form.doc>
- A helpful Egrants User Guide is posted on the Egrants page of the WEM website.  
<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>. It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.  
Email: [WEMEgrants@wisconsin.gov](mailto:WEMEgrants@wisconsin.gov)